***Hellgate High School - Department Chairs***

**Monthly Meeting**

**Monday, February 2, 2015, 3:10 – 5:00**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

The department chairs will work collaboratively with administration to enhance communication, plan school goals, and to budget school resources.

**Agenda & Meeting Minutes**

Facilitator: Lisa Note taker: Jennifer Copley Time keeper: Julie Burckhard

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| **Topic** | ‡**Notes** |
| **GET READY, SET** | Department chairs will meet again on the first Monday in March. |
| **DEPARTMENTAL ANNOUNCEMENTS** | **Foreign Languages and Family and Consumer Sciences**  February 11, from 4-8 PM on the 1st floor, the Foreign Languages and Family and Consumer Sciences Department will offer an International Culture Fair open only to incoming eighth graders.  **Music**   * Hellgate’s band performs in concert Thursday night, February 5. * All- Northwest performers will miss classes February 13, 14, and 15. * On Tuesday, February 24, the UM Concert Band Festival will pull 70 students out of Hellgate. * On February 9, Hellgate choir students will attend the Treble Choir * On February 9, Hellgate Varsity Choir performs at 7:30 p.m.   **Math**  120 Hellgate students will complete a major math exam on February 25. The math department will publish a list of involved students.  **Health Enhancement**  The department takes students on a ski trip February 26.  **Business**   * Forty-seven parents visited Hellgate to investigate the new Finance Academy. * Twelve BPA students will go to state competition from Saturday, March 7 through Tuesday, March 10.   **Library**  Library usage data for the 18 instructional days in January:   * 7008 library visits * 390 students served each day * 85 classes served * 30 tech calls answered including helping two government classes Skype with members of the U.S. Senate   **English**   * Freshmen Honors class will be offered next year. * Still in development, Freshmen Honors English will be a stand-alone class, not part of a team section.   **Science**  The department will add an IB class: Sports Exercise and Health Science taught by Ellen Parchen. She is working with kinesiology Dept. at UM. to develop the class.  **Special Education**  The Department added six students just last week!  **Title I**  The department has held the second of six school wide meetings.  They are gathering data to inform programmatic decisions.  **Social Studies**  For seniors in government classes, the department is planning a March 24-25 trip to Helena.  **Administration**   1. **Eighth Grade Enrollment**  * Eighth grade enrollment numbers show 118 out-of-area requests. * Approximately 7 HHS students requested enrollment in Big Sky, with approximately 16 HHS students asking to go to Sentinel. * Hellgate had 284 in-district students, and capped enrollment at 325. We took 31 on top of the waiting list on a first-come-first-served basis. In addition, we admitted students with siblings at Hellgate to take a total of 54 out-of-district students. Over sixty families remain on the waiting list. * Legal Counsel advised Lisa not to weigh attendance, behavior, or academic records in determining which students may come to Hellgate. We must take students only on a first-come, first-served basis. * Consequently, no preference has been given this year or last to IB students. To help families, however, siblings are the only preference. * Out-of-area students may, however, ride shuttle buses to come to Hellgate for two or three classes not available at other city high schools.  1. **Department Numbers**  * All departments have both large and small classes, except PE which finds all classes loaded at 30 students. * Most departments are within 2-3 students of average numbers for all classes. * Low enrollment IB classes may cause the Business Department to lose federal funding based on enrollment. Lisa says that individual departments may weigh costs vs. benefits of low enrollment classes.  1. **Principal’s Pen**  * Red ink means “pertains to this week” * Green ink means “correction” * Blue ink means “new information added” |
| **SBAC TESTING DATES AND DETAILS** | **Smarter Balance Testing**   * Smarter Balance testing occurs on April 7 and April 8. * Group A tests on the morning of April 7 and the afternoon of April 8. Group B tests on the afternoon of April 7 and the morning of April 8. * Testing will use both COW’s, (in rooms with wireless or good electric connections), ELab, ILab, Library, and computers in classrooms of Mr. Hoover, Ms. Cole, and Ms. Huguet. * Teachers helping to administer the Smarter Balance test include Mr. /Ms. Clark, Lind, Murray, Rinehard, Pfister, Hendricks, Ledyard, Lunde, and Hiller-Claridge. |
| **MARCH IS DESIGNATED AS GRADUATION MATTERS MISSOULA MONTH.** | **Graduation Matters Missoula Event**   * Each school is directed by Central Administration to host an event at grade level band that will support an aspect or aspects of Graduation Matters. * Department chairs were asked for suggestions about what kind of event Hellgate might host. * Hellgate’s goal will be to acknowledge as many students as possible. For example, we could celebrate making 90% attendance. * Department chairs talked about the possibilities of a recognition assembly or an ice cream social. * Discussion will continue to plan an activity for the target month of March. |
| **ANAPHALITCS SHOCK KIT** | **Kits for Anaphylaxis**  At her meetings with department PLC’s, Lisa will introduce all to the new [anaphylaxis](http://www.webmd.com/allergies/understanding-anaphylaxis-basics)  kits. |
| **SMART SNACKS TOOK KIT** | **Smart Snacks**  At meetings with department PLC’s, Lisa will introduce staff to federal guidelines governing any food sold in competition to the hot lunch program, 7 am to 3:30 pm. Foods included under the new September, 2015, guidelines include coffee cart, school store, machine-dispensed goodies, and bake sales. |
| **GRADUATION AWARD COMMITTEE** | **Graduation Award Committee**   * A letter will go to families to acknowledge students with 4.0, 3.5, and 3.0 GPA. In the letter, Lisa will outline academic awards for those with a 3.7 GPA or above. * Lisa will inform parents that when our current freshmen reach their senior year, we will no longer use the 4.0 GPA to determine valedictorian status. * Lisa plans to form, and seeks teacher volunteers to serve on, a Graduation Award Committee. * The purpose of the Graduation Award Committee is to recognize students who took a rigorous pathway to graduation (rather than weighting grades.) * The committee will meet in March, April, and May to plan the new criteria. * We are directed to align our plans with those of the other high schools. |
| **PEER REVIEW – CMR HIGH SCHOOL** | **Peer Review**   * The Peer Review Report arrived today from Great Falls. Seventy pages long, the report tends to grade Hellgate higher than we graded ourselves. * The Peer Review Report includes the statement that Hellgate does not have appropriate FTE to support our enrollment.   **Action Plan**   * In addition, Hellgate needs to develop an action plan for using the Peer Review Report to guide Hellgate’s improvement plan. * Lisa seeks Hellgate staff to assist in making the action plan. |
| **PLC MEETING AGENDA: JANUARY.** | **Opportunity for PLC’s**   * Lisa strongly encourages each PLC to take a half day or a whole day to review achievements of this year and plan for next year. Special Ed will meet in February. Science will take a half day to work with the whole department and a half day to work in subject-area PLCs. Other departments may plan late spring PLC days. * We have a line-item for professional leave, and $20,000 remains in that account. Some of these funds may be used to pay for substitutes for PLC planning sessions.   **MCPS Assessment Training Institute**  Lisa still has spots open for Hellgate staff wishing to attend the MCPS Assessment Training Institute. The goal is to shift our focus on grades to a focus on skills. When a student asks what they can do about a grade, we will outline skills they need to improve, not merely what assignments they did not finish.  **Building Crises Plan**   * More and more Hellgate teachers are getting the Active Resistance training offered by the Sheriff’s Department. * Lisa and the Crisis Team will work on what changes need to incorporated into our current drill plan. We need to collectively use what we learned about Active Resistance to develop a building plan. |
| **Q & A** | **Scheduling Committee**   * The committee seeks ways to accommodate many needs. * The schedule they will introduce will include more collaboration time for teachers, intervention time, and more preparation time when needed. * The committee is investigating many alternative schedules coming from schools similar or larger than Hellgate’s. |

\*Times adjusted to reflect actual discussion time given during the meeting.

‡Agenda & Meeting Minutes may be posted on the district wiki and school website at the conclusion of the meeting, so be conscious of FERPA violations while taking notes.